

Belknap County Commissioners Meeting of June 18, 2008 Commissioners Conference Room

Commissioner Daigneault called the Belknap County Commissioners meeting to order at 8:05 AM on the above date at 34 County Drive, Laconia, NH.

Members present: Commissioner Philip Daigneault, Chairman; Commissioner Christopher Boothby, Vice Chairman and Commissioner Richard Long, Clerk.

Attendees: Kevin Clougherty, Phil St. Cyr, Mike Izard, Jennifer Boulanger, Carol Schonfeld, Courtney Marshall, Debra Laflamme, Richard Grenier and Angela Bovill.

Minutes of the Meeting

Phil St. Cyr, Kevin Clougherty, Primex

Meet and greet: As of January 1, 2008, Kevin Clougherty became the CEO at Primex, which carries Belknap County's workers compensation and unemployment coverage. Kevin is making an effort to get out and meet with members. He is trying to go around to all of the counties to gather some ideas, get information, become involved and meet members. Kevin is getting a lot of good feedback from members for their different needs. Phil and Kevin spoke of the Supervisor Academy, as this is their most popular training. People inquired about what comes after that, so Primex is trying to put together a second round and package that training in a couple different ways. (I.e.: online, classroom setting, and training in other areas other than Primex, like for the North County, etc). Primex is trying to help make business more productive, efficient and up to date; therefore they are putting some new systems in place.

Commissioners asked Kevin and Phil about the rate structure at Primex in the future. They responded saying they are looking to stabilize it. They are looking into rates structure and reward performance. They are looking to create a model where performance = rate structure which will encourage the "pool" to perform better. This will be accomplished with increased training in Risk Management along with teaching awareness and sustainability. In addition they will also be incorporating Financial Integrity Training. There was discussion and the Commissioners thanked Phil and Kevin for coming in. Primex would like to come back to a commissioners meeting in October or November for a follow up meeting. Phil and Kevin also told the Commissioners to call with any questions that they may have or if they have any ideas on training, to please call them so that Primex can help.

Mike Izard, Lakes Region Planning Commission and Jennifer Boulanger, Economic Development Council

CDBG Public Hearing for the NHARDC Grant: Commissioner Boothby made the motion to call to order the public hearing for the New Hampshire Alliance of Regional Development

Corporations (NHARDC). Commissioner Long seconded. Unanimous. **Motion carries.** The public hearing was called to order at 8:30 AM.

Mike Izard indicated that the purpose of this grant update is to satisfy the Community Development Block Grant requirement to advise citizens on the progress on the project.

- October 2007, Belknap County received a federal-funded CDBG for \$250K
- Belknap County sub granted the funds to the NHARDC on behalf of its eligible member RDCs
- \$195K distributed to NHARDC in one single payment
- \$19,5K distributed evenly to each of the ten eligible RDC's statewide
- \$5,500 to Belknap County for administration of the grant
- \$3000 to the Lakes Region Planning Commission on behalf of the county as the Grant Administrator
- RDC's agreed to create a combined 11 new FT jobs by June 30, 2008
- Total of 86 jobs were created. New hires include 36 low-to-moderate income beneficiaries, this exceeds the minimum amount
- The Grant Administrator in cooperation with the CDFA and Belknap County will begin the grant close out process.

Commissioner Daigneault asked for any public input. There was none. Commissioner Boothby then made the motion to close the public hearing and accept the report and move forward with closeout as outlined. Commissioner Long seconded. Unanimous. **Motion carries.** This needs to be closed out by June 30, 2008.

Cook Building CDBG request: There was a separate letter relative to the other CDBG that the County will pursue for the Cook Building with CDFA/CDGB. This is for the Cook Building that Donna Lane has submitted for in January. We were refused that round, but Donna Lane, the grant administrator is going back for the second round of funding to try and get the CDSBG monies. There was a support letter that Donna would like to have the Chairman signature. Commissioner Boothby made the motion to authorize the Chairman to sign the letter dated 6/13/08 to CDFA RE: Cook Building Affordable Housing. Commissioner Long seconded. Unanimous. **Motion carries.**

Angela Bovill, Commissioners Administrative Assistant

County Attorney: There were a couple of newspaper articles on James Carroll, and his intent to run for re-election as the County Attorney in the November election.

Deeds: There was also an article that Barbara Luther will run for Registrar of Deeds in the November election.

Sheriff's department: There was a thank you note from Evelyn Sanville to the Commissioners. Evelyn thanked them for her beautiful gift from Pepi Herrmann. Evelyn retired at the end of May. Commissioners wished her well.

There were numerous newspaper articles regarding the Sheriff's appointment for he Commissioners to be informed.

Restorative Justice: There was a thank you well that was sent to the Restorative justice program, which Brian forwarded to the Commissioners as an FYI.

Carol Schonfeld, Human Services Administrator

State bill: The April state bills complete and Carol will submit to Marie in the Finance Office for processing today. At the same time, Carol received the May State bill, which is \$441,068.

Carol provided an attachment, which had a five-year history of State billings, which shows deductions and, liquidations resulting for our audits. Carol pulled the average for all programs as well as an average for only Nursing Home and Home care. Carol provided a recovery figure for only INC and HCBC, which shows an average of \$25,285 per year, which should be double going forward. This 5-year report doesn't include items like YDC rate dispute, which resulted in savings of \$78,500 the outstanding liability and medical surcharge issue; the OAA and APTD dropped caseload in 99/00, and skilled care.

State budget reductions: Carol provided a copy of the additional State budget reductions recommended in the amount of \$30 million for SFY 2009.

Items discussed at affiliate meeting: Status of parental reimbursement transition cases. Carol's parental reimbursement files have been pulled for the State and Kathy is still responsible for any prior to July 1. Carol is waiting for a signed agreement before she will release.

MOA: The affiliate reviewed the latest MOA. They discussed the fact that Ellen Ann will revise her numbers to allow for the claw back re-bill for 2006. This will change the numbers, which now appear on Attachments A and B of the Commissioners copy of this agreement.

Personnel: Carol said she learned today that Susan has been offered a job at the Nursing home. She will start there on July 8, but her employment date will end with Carol's office on June 26. Carol would like to have Susan work on the DCYF portion of the state bill for May and June. She is not sure how much time this will require, but will ask Susan to prepare an estimate for her. Carol is required to pay her overtime as she is working 40 hours at the Nursing Home.

Auditing State bills discussion: Commissioner Daigneault feels that we need to continue to audit the bill the way we always have thru the end of 2008. Carol said if it helped when she gets a bill with just INC and HCBC on it, she could give the Commissioners an estimate of how much time it takes to audit that bill. Then they can make a decision after that. The other issue is that if you audit the bill, you have to do it for a full fiscal year (States fiscal year is July 1 – June 30). There was discussion. Commissioner Boothby said he could live with that and Commissioner Daigneault said it is a must. There are six counties who are still doing this. (Auditing bill)

Incentive Funds discussion: Commissioners told Carol that Brian Loanes was in from Restorative Justice was in the last meeting asking for support of his incentive funds from the Commissioners which led to discussion on incentive funds and allocations. Commissioners told Carol that they think that we should be putting more money into our own programs. Carol said that there are three seats designated for Commissioners and she also wanted the Commissioners to know that the people who sit on the panel (8) are also people who use the services that they are voting on. The panel receives 17 proposals, and they are told to read all of those proposals. They look at it from a point of view, which programs are going to be the most beneficial to this community for the issues that we have. That is how they vote. They don't vote on a preference

on what is county program vs. what isn't. Carol said that she recommends that the next incentive fund group meets that the Commissioners sit on the panel.

With regards to Restorative Justice and the YSB Diversion, they may want to consider coming a provider. The State is now going to be responsible for children services. So what that means is if the State thinks that those programs are important to them in order to make their system work, then they are going to sign those people up as providers because they will need those programs in place. There was discussion. The incentive funds panel meets next Monday, June 23, 2008.

Courtney Marshall, Deborah Laflamme, Nursing home

Kronos time clock/sole source request: Courtney came to the commissioners with a proposal for the Kronos time clock upgrade. The current system is 15 years old and they are having problems. Kronos is the company that currently provides the software for the Nursing Home. Therefore, they would like to go with a Kronos time clock. Commissioner asked if they feel this will provide the Home with a fast, cleaner, more manageable way of doing payroll and time management. Deb explained that they would be able to generate more reports, etc. It is a web-based program so it will allow them to have two people work on it at once rather than only one person on one specific computer as it does now. Commissioners reviewed the proposal along with costs. There was discussion. Commissioner Boothby made the motion that the Commissioners support the Kronos upgrade in the amount of \$25,600 and to approve it being a sole source item. Commissioner Long seconded. Unanimous. **Motion carries.** Commissioners authorized Courtney Marshall to sign that contract. (This was a budgeted item) Deb said that they hope to start this project in July. Commissioners asked how this would affect the payroll because they are concerned with that aspect. Deb said that Kronos assured them and because the set up is already made for Kronos now to do the interface, they have assured us that to take this and integrate it with the payroll system, that it should roll quite smoothly. That is the hope. Courtney said that they are going to keep the old system until the new system is tested and proven.

Richard Grenier, Superintendent of the Department of Corrections

Bike week update: The Superintendent told the commissioners that as of today's meeting, they have had 41 bookings thus far for bike week. Things have been manageable and fairly quiet. The areas of concern over the next few evenings are the concerts that will be in town. The prisoners were being transported tomorrow to Rockingham County.

Population: Currently there are 8 inmates out on work release, 6 inmates on the bracelet program and 75 in the building.

Capital improvement/Sprinkler in the basement: The Superintendent brought a quote to the Commissioners to sprinkle the basement area of the department of corrections. This is a capital improvement item in the 2008 budget. There was a bid for \$8500. Harold tried to get other bids on it. The only other company that bid on it and it was Superior Fire Protection. They came in about \$1500 less than the other company with a price of \$5968. The Superintendent would like to move forward with this project. Commissioners Boothby made the motion to proceed with sprinkling the basement of the County house of correction by Superior Fire Protection for the \$5968 quoted price. Commissioner Long seconded. Unanimous. **Motion carries.**

Part time nurses: The Superintendent has two RN's that have applied for the part time positions available at the jail. Richard needs some direction for the Commissioners. Pay is an issue due to

the fact that part timers with less than 16 hours at the nursing home and have a starting pay of \$22. Pool nurses that come in and work are at a rate of \$30 per hour. The Superintendent was considering starting his part timers at \$25 per hour, with COLA only. There was discussion. It was unanimously decided that The Superintendent might hire at \$22 per hour to start.

The semi annual tour of the Department of Corrections is scheduled for the commissioners on July 2, 2008 at 9:00 AM.

Personnel: Richard updated the Commissioners on an employee who is hurt and out on workers comp at the moment and will come back Monday on limited work duties. This is an ongoing item.

Commissioners Daigneault, Boothby and Long

MS 45, MS 42 and MS 46: Commissioner Daigneault informed the other Commissioners that he has completed the required financial reports MS 45, MS 42 and MS 46 based on the audit and financials. Commissioner Daigneault also presented the letter he wrote to Department of Revenue Administration explaining that the Commissioners budget is the default budget. We will need to send in the letter, all the forms along with the minutes from the County Convention and Commissioners meeting. Commissioner Daigneault pointed out that none of the minutes explicitly state that the Commissioners budget is the default budget. The only thing that really addresses that is the amount of revenue that needs to be raised by taxes at the April 1 meeting of the County Convention. Commissioner Daigneault will also put that in his letter to DRA. Commissioner Boothby made the motion that the Board of Commissioners of Belknap County is in favor of submitting the MS 45, MS 42, and MS 46 as outlined and presented for submission along with letter and April 1, 2008 County Convention meeting. Commissioner Long seconded. Unanimous. Motion carries. All the Commissioners will sign accordingly based on the documents.

Minutes relative to the Commissioner Default Budget: Commissioners want in the minutes of today's meeting to reflect the fact that there was not an explicit mention in any of the meeting minutes that the Commissioners budget was the default budget.

With no further business to discuss, the meeting was adjourned by unanimous vote at 10:40 AM.

Angela A. Bovill, Administrative Assistant

Attest: _____
Philip P. Daigneault, Chair

Christopher D. Boothby, Vice Chair

Richard W. Long, Clerk